

Finance Assistant France – alternance (m/f/d)

EIT Health Hub France in Paris

About EIT Health

EIT Health, a Knowledge and Innovation Community (KIC) under the umbrella of the European Institute of Innovation and Technology (EIT), focuses on promoting entrepreneurship, innovation, and education in the domain of healthy living and active ageing. EIT Health brings together leading organisations along the entire value chain – including smaller companies, larger industry, excellent academic and research institutions, and public sector organisations – to promote healthy living, support active ageing and improve healthcare. We seek to accomplish this by removing barriers to innovation, building talent and education, leveraging enabling technologies, and exploiting big data. EIT Health's Central Office is in Munich, and it develops its activities across a network of Regional Innovation Hubs in Paris, Dublin, Barcelona, Rotterdam, Stockholm, Vienna and Mannheim. In addition, the InnoStars office in Budapest involves Partners from Hungary, Italy, Poland and Portugal. EIT Health includes more than 150 partners.

About EIT Health France

EIT Health France is the Regional Innovation Hub based in Paris. A team of 15 employees, we promote the sharing of expertise, knowledge and resources to achieve excellence in our projects and actions. Thanks to our entrepreneurial and dynamic ecosystem, with more than 40 partners based mainly in the Ile-de-France and Auvergne-Rhône-Alpes regions, we offer the opportunity to share knowledge, develop it and contribute to our various innovation projects for the benefit of patients and society.

About the position

EIT Health France is therefore now seeking to appoint two Finance Assistants, who would be employed as working students via the French alternance system:

Your responsibilities:

1. Budget follow-up:
 - In coordination with the Operations Director France, the CFO Europe and the accounting firm, keep the budget follow-up tools up-to-date.
 - Assist the Senior Finance Manager Europe and the Operations Director France in the organisation, conduct and monitoring of regular budget follow-up meetings with each person responsible for budgeting.
 - Support periodic financial reporting exercises.
 - In collaboration with the Senior Finance Manager Europe and the Operations Director France, propose budget trends analysis to facilitate decision-making.

2. Assist the Senior Finance Manager Europe and the Operations Manager with reporting and audit preparation by handling:
 - Budget updates on different project management platforms.
 - Financial reporting/Cost statements for different funders.
 - Audit preparation and analysis of the audit results resulting in proposals for amelioration of internal processes.
3. Support the yearly grant administration processes with:
 - Preparation of presentations and reports.
 - Preparation of communication related to payments and contracts.
4. Accounting:
 - Receive and put for payment invoices, expenses, notes and other relevant documents.
 - Store the paper and digital copies of the accounting documents.
 - Ensure good communication with the accounting firm (including on VAT declaration).

Your functional skills and experience:

1. Education/Qualifications:
 - Working student from L3/M1/M2 in Financial Management.
 - Fluent French/English language skills, both oral and written.
2. Skills and Abilities:
 - Accounting/financial management skills.
 - Project management skills.
 - Ability to manage confidential information.
 - Comfortable managing complex requests and communicating to different stakeholder groups.
 - Knowledge of EU/ National/ Regional funding rules is a plus.
3. Other:
 - Proactive and well organised.
 - Innovative, dynamic, and resilient.
 - Enjoy taking initiative and problem-solving mindset.
 - An open and positive attitude to working in a constantly changing environment.

Application process

- Applications should consist of a full curriculum vitae and a cover letter describing briefly how you meet the criteria indicated above and outlining your interest in and your vision for the role.
- Applications should be sent via e-mail to albena.saynova@eithealth.eu.
- Please indicate your earliest possible entry date.

For more information visit:

www.eithealth.eu

EIT Health Hub France | 187 rue du Chevaleret | 75013 Paris | France